

Newsletter Policy



Purpose: To provide Residents/Businesses with up to date information relating to the Municipality of the District of St. Mary's. Current Municipal issues, events, any communications along with St. Mary's community Non-Profit organizations and groups' events and program information put together in a paper format and mailed to households/businesses on a monthly basis.

Categories: St. Mary's Municipal Newsletter shall be of the following categories:

- a. Municipal News/Current Issues
- b. Municipal Services/Information
- c. Other Non-Profit Organization Services
- d. Community Events
- e. Community Bulletin

Terms for Submissions:

Any Group or Organization wishing to include an insert in the Municipal Newsletter must adhere to the following terms:

- i. **Deadline:** Submissions must be received by the third Wednesday of each month at 4:00pm. The date of deadline will be printed on the front page of every issue. Late submissions will be considered depending on stage of production.
- ii. **Method:** Submissions *must* be in writing; no phone messages will be accepted. There are 5 ways to submit an insert;
 1. Mail Addressed to Municipality of St. Mary's
PO Box 296, Sherbrooke NS BoJ 3Co
 2. Fax to 902-522-2309
 3. Drop off at Municipal Office Mon-Fri between 8:30am – 4:00pm
 4. Email with subject line *Newsletter Submission* to council@saint-marys.ca
 5. Private Message to Municipality of the District of St. Mary's Facebook Page
- iii. **Criteria for submission:**
 1. 125 Maximum words count per insert
 2. Clear title for submission be including
 3. Any submission for event or activity must be happening within same month of issue
- iv. **Municipal Administration:** Reserves the right to edit any and all submissions as well as determining the validity of a full one page insert where assistance in stapling may be required.